Contract Estimates:

Generate Estimates

Objectives

Understanding Estimates

Generating Estimates

About Contract Estimates

Typically the DOT pays a contractor for the work performed on a contract each month. The Resident Engineer estimates the amount the DOT pays. This task is called the monthly estimate, due to the fact that it is based on estimated quantities of work completed.

You can generate a special estimate for situations where the contractor requests a material prepayment or if the contracted completed large dollar amounts of work in a shorter time frame than the normal estimate cycle.

When an estimate is generated, HiCAMS performs calculations and validations to determine the total dollar amount to pay the contractor. This can include:

♦ Summarizing all unpaid ticket and pay record entries for the contract

♦ Processing pay factored work order line items

♦ Determining the recommended amount by which to reduce any material prepayment balances

♦ Determining any necessary price adjustments for Asphalt Cement and Fuel line items

♦ Tallying liquidated damages to be assessed

♦ Calculating how much to withhold from the payment as retained amount.

The Resident Engineer prepares the estimate by:

♦ Determining which contract line items and material prepayments to include in the current estimate

♦ Reviewing contract items

♦ Recording any violations or milestones that have occurred

♦ Entering pay factor information

♦ Initiating the background process to create the estimate.

When HiCAMS completes the background process, it notifies the Resident Engineer that the estimate is ready for review. The Resident Engineer reviews the estimate information in summary and at the line item detail level. If there are errors, the Resident Engineer corrects the source information such as pay record, ticket or contract time event, and re-generates the estimate.

If any records included in the estimate are updated while you are processing an estimate, HiCAMS stops the estimate from processing any further. All records that are included in the estimate get a status of "Pending Generation." After the estimate has been generated, all records have a status of "In Process."

Generating Contract Estimates - Partial

Estimates are generally performed on a monthly basis. An estimate determines how much work the contractor has done, and how much the DOT should pay the contractor. Typically the dates for the estimates are staggered amongst contractors, so the DOT is not overwhelmed with many estimates on the same date.

Input to monthly estimates include:

♦ Contract tracking

♦ Pay records

♦ Tickets

♦ Material prepayments

♦ Damages

♦ Fuel adjustments

♦ AC price adjustments.

The range of dates for which the estimate is generated has a default. However, you can customize the cycle, as well as pick which line items to include in the estimate.

To generate an estimate:

Step 1:   Select **Functions**->**Contract Estimates**->**Generate Estimates**. The **Generate Estimates** window displays:

Step 2:   Enter the contract number in the **Contract** field or click the book button for the **Contract** field. The **Contract Selection** window displays.

  1   Select a contract from the list in the window, using the scroll bar, if necessary.

  2   Click **OK**. You return to the **Generate Estimates** window; the information associated with the contract you selected appears.

Step 3:   To update the end date for generating the estimate, choose a new date in the *Thru* field.

Step 4:   To change the period of time the estimate encompasses, choose a number of days in the *Cycle Days* field.

>   *Note:*   *If you change the cycle days, the* Thru *date is automatically recalculated.*

Step 5:   Type a description of the estimated payment in the *Remarks* field. This description appears on the printed estimate that the contractor reviews.

Step 6:   To remove current line items from being included in the payment estimate, clear the appropriate check boxes in the **Line Items** tab.

Step 7:   Next, select the **Material Prepayments** tab, which contains a list of materials that the contractor has requested prepayment for. These items are populated from the Contract Tracking module. To choose not to include prepayment for a material when generating the estimate, uncheck the associated box.

Step 8:   Review the contract times:

   1   Go to the **Contract Times** tab.

   2   Optional: to review the contract times in detail, double-click a line. **The Review Contract Time Setup** window appears. Review the information.

   3   Check the Reviewed check box indicate that you have reviewed the information for each item listed.

Step 9:   Click **Generate** to generate the estimate. The status changes from "Pending Generate" to "Pending RE Approval".

Step 10:   Review the generated estimate.